

Mika Wong

Executive Assistant

📞 561 412 5628 ✉️ hello@sageexecutiveassistants.com

Executive Assistant with 7 years of experience managing day to day complexities. Expert in travel management, expense tracking and schedule coordination.

Proven track record of efficiently managing office operations and ensuring annual goal are met and exceeded.

SKILLS:

- SKILLS C- Suite Support Microsoft Office Suite (Excel)
- Project Management (Trello, Google Suite, Monday, JIRA)
- Relationship Building
- Multiple Calendar Management
- Travel Arrangement
- Coordination
- Training & Facilitation
- Event and Conference Meeting Management
- Records Management
- Databases
- Slack/Zoom/Expense Reports
- Expense Management
- Project Coordination
- Event Planning

PROFESSIONAL EXPERIENCE

2022-Present **Falcon Bridge - Remote, United States**
Experience Executive Assistant to the Chief Executive

- Manages executive monthly meeting calendars, daily schedules, conference calls and travel arrangements
- Proactively schedule and maintain CEO calendar
- Ad hoc front desk and client support
- Prepares meeting agendas and materials
- Submit minutes for 5+ Board of Directors committee meetings
- Handles travel arrangements including domestic and international flights
- Coordinate travel arrangements through Concur/Arrange and schedule candidate interviews to support Human Resources team
- Increased department organization by 10%
- Expense reports, set up meetings, travel coordination, and event
- Coordination
- Managing relationships with over 500 plus contacts
- Send invoices and record expenses

2021-2022 **Guaranteed Rate - Remote**
Executive Assistant to the SVP

- Responded to over 30 emails and other correspondence to facilitate communication and enhance business processes.
- Processed travel expenses and reimbursements for up to 7 executives and senior managers.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Managed sensitive and confidential matters with discretion.
- Drafted Board meeting agendas and minutes drafts.
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Screened calls and emails and directed accordingly to support executive correspondence
- Updated spreadsheets and created presentations to support executives and boost team productivity
- Tracked, organized, and maintained board documents

2017-2021 Kaiser Permanente - Los Angeles, CA
Executive Assistant Managing Director

- Responsible for advanced administrative and business operations support for senior management
- Managed and maintained department expenses, reviewing and reducing expenses as needed
- Built staff meeting agendas and provided minute meeting minutes
- Partnered with various departments for special projects
- Utilized smart systems to input and track vendor invoices
- Required continuous use of technical and business vocabulary and detailed knowledge of organization's operations, policies, procedures, and personnel
- Analyzed problems, determines approach, compiles and analyzes data, and prepares reports/recommendations
- Worked independently to anticipate and meet business needs
- Independently provided complex administrative support and project coordination for 5+ senior executives

2015-2017 Kaiser Permanente - Anaheim, CA
Executive Assistant I

- Served as Executive Assistant providing administrative support for 5 departments.
- Supported 2+ Executives at same time
- Meeting management and sent minute minutes
- Helped with recruiting and newly onboarded employee orientation

EDUCATION

2017 CNI COLLEGE - ORANGE, CA
Bachelor of Science in Nursing